



DOT-EQUIPMENT OPERATIONS SUPERVISOR

Characteristics of Work

This is skilled supervisory and mechanical work in the maintenance and repair of a wide variety of automotive, construction, and maintenance equipment. Incumbents in this classification are responsible for directing and participating in the repair and preventive maintenance of automotive and related equipment. The work involves the assignment of work to mechanics, supervision of repair and reconditioning work, and the inspection of work upon completion. Supervision is exercised over journeyman mechanics and automotive workers. The work is performed under the general supervision of a Maintenance Superintendent or Maintenance Engineer.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Supervises and participates in the maintenance repair of all types of automotive, construction, and maintenance equipment.

Plans daily work program and assigns work to mechanics.

Supervises and participates in the building of truck bodies and safety devices.

Inspects equipment for adherence to safety standards and the need for maintenance or repair work.

Maintains a variety of records relating to work orders, monthly time reports, and the purchase of supplies and repair parts.

Makes frequent inventories of all shop tools to ensure that they are properly maintained.

Maintains a job description and cost record on each piece of equipment that is repaired.

Inspects new equipment to determine if specifications are met when delivered to shop.

Performs related or similar duties as required or assigned.

Essential Functions

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Organizes, supervises, and participates in daily mechanical work.
2. Inspects equipment to ensure safety and maintains records for the agency.

Essential Competencies

The following underlying competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Specific behaviors may be identified and included later by the hiring agency. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

General Public Sector Competencies

Integrity/Honesty: Models and demonstrates high standards of integrity, trust, openness and respect for others. Demonstrates a sense of responsibility and commitment to the public trust through statements and actions. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

Work Ethic: Conscientiously abides by the rules, regulations and procedures governing work. Exhibits a strong work ethic by being productive, diligent, conscientious, timely, and loyal.

Service Orientation: Seeks to understand and meets and / or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers. Demonstrates a commitment to quality public service through statements and actions.

Accountability: Is productive and carries fair share of the workload. Accepts responsibility for actions and results. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards and mistakes. Has knowledge of how to perform one's job.

Self Management Skills: Maintains a positive attitude. Effectively manages emotions and impulses and appropriate balance between personal life and work. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches, shows flexibility to complete job within defined parameters. Is able to lead and follow. Avoids conflicts of interest. Promotes cooperation and teamwork.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy and concern; develops & maintains relationships. Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and resolve conflict situations.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations. Provides thorough and accurate information. Asks questions for clarification and to insure understanding. Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations.

Self-Development: Is knowledgeable about the task. Remains open to change and new information and ideas; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Technical Competencies

Basic Math: Performs basic math skills. (add, subtract, multiply, divide).

Reporting and Record Keeping: Maintains daily reports. Accuracy is critical.

Equipment Inspection: Knows proper way to inspect equipment for serviceability.

Knowledge of regulations related to equipment activities: Applies the knowledge of regulations related to equipment activities in day-to-day operations.

Computer Skills: Proficient with Windows, Internet, Intranet, Windows, and Excel.

Creates schedules and work plans: Creates short and long term schedules and work plans for crew.

Equipment Manuals: Understands and works from equipment manuals.

Equipment Inventory: Maintains inventory of equipment.

Equipment Modification: Makes modifications to equipment to perform specific tasks.

Equipment Installation: Installs additions on equipment to perform specific tasks.

Management Competencies

Emotional Maturity: Conducts oneself in a professional, consistent manner when representing the organization. Has the ability to work through adversity and hold self and others accountable for work actions.

Macro-Oriented: Understands and appropriately applies procedures, requirements, and regulations related to specialized areas of expertise. Exercises good judgment, makes sound, well-informed decisions.

Working Through Others: Shows a willingness to get work done through others, supports, motivates and is an advocate for staff. Reinforces and rewards team efforts and positive behaviors. Is fair, yet firm with others. Provides feedback.

Results-Oriented: Plans effectively to achieve or exceed goals, sets and meets deadlines.

Self-Management: Copes effectively with change. Allows self and others to make mistakes and learns from those mistakes.

Interpersonal Skills: Models appropriate behavior.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel

Board in writing , identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Heavy Work: May frequently exert force equivalent to lifting up to approximately 50 pounds and/or occasionally exert force equivalent to lifting up to approximately 100 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Field of Vision: Ability to observe an area up or down, left or right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

Accommodation: Ability to adjust focus.

Color Vision: Ability to identify colors.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Smell: Ability to use the sense of smell to recognize and distinguish odors.

Motor Coordination:

While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to stand and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

Experience/Educational Requirements:

Education:

Graduation from a standard four-year high school or equivalent (GED);

AND

Experience:

Four (4) years of experience related to the above described duties.

Substitution Statement

Any combination of education and/or experience equivalent to sixteen (16) years of experience related to the above described duties.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.

Class Specification

Occu Code: 2637

Rev: 11/02

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